

## COVER SHEET

☐ ORIGINAL

☐ COPY

### PART 1 - GENERAL INFORMATION

Organization Name: Charities Housing Development Corporation Tax ID Number: 77-0359848  
Project Name: Stoney Pine Charities Housing DUNS<sup>1</sup> Number: 053387598  
Contact Person: Maureen Wormley  
Mailing Address: Sobrato Center for Non-Profits, 1400 Parkmoor Ave. Suite 190  
City, State, Zip Code: San Jose, California 95126  
Phone: 408 550-8300 Fax: 408 550-8339 Email: mwormley@charitieshousing.org

### PART 2 - LOAN REQUEST

1) Requested Amount	\$201,000.00
2) Other Funding Sources (match)	\$85,000.00
3) Total Project Cost (Line 1+ Line 2)	\$286,000.00
4) Percentage of City of Sunnyvale funds toward Total Project Cost (Line 1/Line 3)	70%
5) Type of funds requested. (you may select more than one)	<input checked="" type="checkbox"/> CDBG <input checked="" type="checkbox"/> CDBG Program Income

### PART 3 - PROJECT DESCRIPTION

Please provide a brief description of the proposed project. The description should be no more than 5 sentences, describe the project, not the organization, the number of unduplicated persons the project will serve, and/or other measurable objectives the project will meet during the contract period.

Enter text here. **DO NOT EXCEED THE SIZE OF THE BOX.** Text will not print and your application will not be accepted. This note applies to all boxes that allow multiple lines of text in this application.

This is an existing HUD Section 811 project and occupancy is restricted to developmentally disabled adults, their families and care givers. Currently we have 34 unduplicated persons in residence.

It consists of twenty two 1, 2 & 3 bedroom units. All of the household incomes fall below 50% of AMI with over 77% @ 30 % or below. Our rents are governed by HUD with the current contract rent of \$654 regardless of unit size.

The majority of these units are occupied by their original resident(s) and are in need of refurbishing. Carpets and lino are stained and worn and in many cases fail to come clean. Appliances and air-conditioners are aging and need replacement. Many of the cabinet doors/drawers located under and near the kitchen and bathroom sinks have been water damaged and need to be replaced or re-faced.

<sup>1</sup> The DUNS number is a unique nine-character number used by the federal government to identify your organization. If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge, at: <http://fedgov.dnb.com/webform>.

*City of Sunnyvale PY2014 Request for Proposals  
CDBG Capital and Affordable Housing Projects*

## Application Checklist

**Applicant Name:** Charities Housing Development Corporation

The original application must include all of the information listed below. Each of the two (2) additional copies must include the information in Tabs A, B, C, and D. Proposals that do **not** contain all of the required documents will not be considered and will be ineligible for funding.

- |              |  |   |
|--------------|--|---|
| <b>Tab A</b> | <input checked="" type="checkbox"/> Cover Letter on Letterhead   | <input checked="" type="checkbox"/> Program Cover Sheet*                  |
|              | <input checked="" type="checkbox"/> Application Checklist*   | <input checked="" type="checkbox"/> Applicant Information*                |
| <b>Tab B</b> | <input checked="" type="checkbox"/> Section 1: Organizational Capacity and Experience                    |   |
|              | <input checked="" type="checkbox"/> Section 2: Evidence of Need for Project                              |   |
|              | <input checked="" type="checkbox"/> Section 3: Statement of Work/Project Scope/Readiness                 |   |
|              | <input checked="" type="checkbox"/> Section 4: Budget and Financial Information                          |   |
| <b>Tab C</b> | <input checked="" type="checkbox"/> Project Budget Form  |   |
|              | <input checked="" type="checkbox"/> Pro-forma (for construction, rehabilitation, or acquisition project) |   |
| <b>Tab D</b> | <input checked="" type="checkbox"/> Project Service Area Map   | <input checked="" type="checkbox"/> Project Specific Organizational Chart |
|              | <input checked="" type="checkbox"/> Résumés of Applicant's key personnel                                 |   |

### Provide Applicable Documents in Original Application Only (mark N/A if not applicable)

- |   |   |  |
|---|---|--|
| <b>Tab E</b>                                  | <input checked="" type="checkbox"/> Signature Authorization*  | <input checked="" type="checkbox"/> Conflict of Interest Disclosure* |
|   | <input type="checkbox"/> Environmental Review Form* and Attachments                                     | <input checked="" type="checkbox"/> Administrative Checklist*        |
|   | <input checked="" type="checkbox"/> Accounting Systems Verification*                                    | <input type="checkbox"/> CDBO Verification                           |
|   | <input checked="" type="checkbox"/> Bylaws  | <input checked="" type="checkbox"/> Articles of Incorporation        |
|   | <input checked="" type="checkbox"/> 501 (c) (3) documentation from IRS                                  | <input checked="" type="checkbox"/> Organizational Chart             |
|   | <input checked="" type="checkbox"/> Financial Audit   | <input checked="" type="checkbox"/> Letters of Commitment            |
|   | <input type="checkbox"/> Board Resolution authorizing submittal of proposal                             |  |
|   | <input checked="" type="checkbox"/> Organizational Annual Budget and/or Financial Balance Sheet         |  |
|   | <input checked="" type="checkbox"/> Director's and Officer's Liability & Errors and Omissions Insurance |  |
|   | <input checked="" type="checkbox"/> Policies and procedures for employees including internal controls   |  |
|   | <input checked="" type="checkbox"/> Language Access Plan and (ADA) Accessibility Policy                 |  |
| <b>Tab F Acquisition Projects <u>only</u></b> |   |  |
|   | <input type="checkbox"/> Appraisal of Property  | <input type="checkbox"/> Phase I:Environmental Site Assessment*      |
|   | <input type="checkbox"/> Parcel Map   | <input type="checkbox"/> Property Listing for Sale                   |
|   | <input type="checkbox"/> Relocation Plan (if project anticipates displacement)                          |  |

### Tab G Construction/Rehabilitation Projects only

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Construction Cost Estimate                                   | <input type="checkbox"/> Architectural Drawings/Plans |
| <input type="checkbox"/> Parcel Map  | <input type="checkbox"/> Lead/Asbestos Report         |
| <input type="checkbox"/> Relocation Plan (if project requires temporary or permanent relocation) |   |
| <input type="checkbox"/> Phase I:Environmental Site Assessment* (new construction only)          |   |

\*Note: Standard Forms provided in application packet.

## Applicant Information

Type of Organization:

(Check all that apply)

☒ Non-Profit

☐ Public Agency

☐ Faith Based Non-Profit

☐ Sunnyvale CBDO

Name of Organization

Charities Housing Development Corporation

Mailing Address:

Sobrato Center for Non-Profits, 1400 Parkmoor Ave. Suite 190

City, State, Zip Code:

San Jose, CA 95126

Physical Address of Project: 267 W. California Ave.; 1230 Klee Ct. & 1675 S. Wolfe Rd

City, State, Zip Code:

Sunnyvale CA 94086 and 94087

Contact Person:

Cynthia Alvarez

Phone: 408-550-8321

Fax 408 550-8339

Email: calvarez@charitieshousing.org

Provide the following information for a **program contact person**, a **financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

### NAME, TITLE, PHONE, EMAIL

<b>Program Contact</b> Someone who works with the program on a daily basis and can answer questions about it	Maureen Wormley, Regional Property Supervisor, (408) 550-8320, mwormley@charitieshousing.org
<b>Finance Contact</b> Agency's CFO	Terri Fukuda, CFO, (408) 550-8301, tfukuda@charitieshousing.org
<b>Application Contact</b> Person who wrote this application	1. Cynthia Alvarez, Director of Property Management, (408) 550-8321, calvarez@charitieshousing.org; 2. Maureen Wormley, Regional Property Supervisor, (408) 550-8320, mwormley@charitieshousing.org; 3. Dan Wu, Executive Director, (408-550-8319), dwu@charitieshousing.org
<b>Authorized Contact</b> Person authorized to make commitments on behalf of the organization	Cynthia Alvarez, Director of Property Management, (408) 550-8321, calvarez@charitieshousing.org

I certify that the information contained in this application is true and correct, and that it contains no falsifications, misrepresentations, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, tenants displaced, or construction begun on the proposed project and that none will be done prior to issuance of a release of funds by City of Sunnyvale.

Signature of Authorized Contact Listed Above

Cynthia Alvarez

Print Name

Date

Print Name

**SECTION 1: ORGANIZATIONAL CAPACITY AND EXPERIENCE**

Use only the space provided.

**A. Provide an organizational overview of your agency, including:**

- a description of the history and purpose of the organization,
- years in operation,
- years of direct experience with proposed project type,
- staff experience with proposed project type,
- federal grant management experience,
- financial capacity, and
- CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)

Provide a project-specific organizational chart as an attachment to all copies of the proposal in Tab D and one copy only of the organizational chart for the entire agency in the original application (Tab E).

Created by Catholic Charities in 1983, the mission of Charities Housing is to develop, preserve, and manage high quality affordable housing for low-income individuals and their families. Through service enhanced property management and structured resident involvement, Charities Housing contributes to the highest standards of human dignity and participation in our community. Our portfolio consists of 870 low income units throughout Santa Clara County with an additional 58 studio units to be delivered for occupancy in early 2016. In addition, we third party manage 140 units comprised mostly of at risk of homelessness and senior populations. Currently, we have two HUD 236 developments undergoing multi-million dollar rehabilitation: one is 34 units and the other is a 100 unit apartment building.

We have installed solar panels at two of our multi family properties and are in the process of installing solar panels at a third property. On an as needed basis, we paint the exterior of our properties.

We have extensive experience with rehab work, including full gutting of entire development, siding replacement, asbestos removal, solar panel installations, down to kitchen and bathroom rehabs.

We have HUD, HOME, CDBG and McKinney Vento grant management experience.

**B. Previous experience using federal funds:**

1. Does your organization have previous experience with capital projects involving federal funds?

☒ Yes    ☐ No    If no, skip to question 4.

2. If yes, how many years of previous experience do you have with federally funded projects? 19

We own and manage the following developments which are 100% HUD:

San Tomas Gardens: 100 unit HUD 236 development since 1995.

Sierra Vista I: 34 unit HUD 236 building, since 1996.

Stoney Pine: 23 units 811 PRAC development since 2001.

We also have multiple properties layered with Project Based Vouchers, HOME, CDBG, McKinney Vento in addition to Tax Credits.

3. If you have previous experience with federal projects, was your organization ever required to pay back funds, or found to have violated regulations, etc.?

☐ Yes ☒ No If yes, indicate the actions cited.

NA

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience or your plan to hire additional staff/contractors.

NA

C. Previous experience with City-funded projects

1. Do you have previous experience with City-funded projects?

☒ Yes ☐ No If yes, please describe below

All 16 of our properties have money from various city entities throughout Santa Clara County.

2. Has your organization received HUD funds previously from the City of Sunnyvale?

☒ Yes ☐ No If yes, please describe below If no, skip to question 5.

HomeSafe Santa Clara a 25 unit property received \$100,000 CDBG funds from the City of Sunnyvale in 2/2002.  
Stoney Pine received the following HUD funds from the City of Sunnyvale:  
CDBG \$525,000 on 3/2000  
HOME \$780,000 on 7/1998

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yyyy) of your last City of Sunnyvale monitoring visit? Enter a date June 19, 2013

4. Were there any findings and/or concerns identified during your last monitoring visit by the City?

☐ Yes ☒ No

If **yes**, indicate the findings and/or concerns cited, the corrective action taken, and the date the City of Sunnyvale cleared the findings and/or concerns.

NA

5. If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

NA

D. Complete the table below for each current member of the applicant's Board of Directors. If your organization does not have a board of directors (e.g., governmental entity), include this page and an explanation of why this form is not applicable (NOTE: Font, margins, or table may be modified to fit information on one page, as long as information below is included.) Identify board office held as applicable.

Board Member	Sunnyvale Resident Y/N	Employer (if any)	Office Held on Board	Term <sup>2</sup> of Office	Length of Service
Debbie Ferreira	N	NA	Resident Member	2013-2015	3 yrs (2 terms)
Martin Hypolite	N	NA	Secretary	2011-2014	3 yrs (2 terms)
Hugh Isola	N	Retired	Treasurer	2009-2014	3 yrs (2 terms)
Greg Kepferle	N	Catholic Charities	President CEO	NA	Indefinite
Miekel McLaren	N	NA	Resident Member	2010-2015	3 yrs (2 terms)
Mark Mikl	N	Essex Property Trust	Vice-Chair	2011-2016	3 yrs (2 terms)
Michael Schall	N	Essex Property Trust	Chair	2009-2015	3 yrs (2 terms)
Aster Teklu	N	NA	Resident Member	2013-2015	3 yrs (2 terms)
Dan Wu	N	Charities Housing	Executive Director	NA	Indefinite

<sup>2</sup> Beginning and Ending Years



## SECTION 2: EVIDENCE OF NEED FOR PROJECT

Complete this section accurately and completely. Use only the space provided.

### Part 1 - Priority Activities

**Program Priorities/Goals:** Identify one or more Consolidated Plan goals the proposed project will address, and explain how it will address these goals in Part 3 below.

For additional information, see the Sunnyvale Consolidated Plan online at:  
[HUDPrograms.InSunnyvale.com](http://HUDPrograms.InSunnyvale.com)

#### City of Sunnyvale Consolidated Plan

- ☒ Goal A: Affordable Housing
- ☐ Goal B: Alleviation of Homelessness
- ☒ Goal C: Other Community Development Efforts
- ☐ Goal D: Expanding Economic Opportunities
- ☒ Goal E: Sustainability

### Part 2 - National Objective and Beneficiaries

A. Identify the method of determining the eligibility of your project for CDBG funding, and provide an explanation in the box below. See page 2 of this RFP for definitions of these methods. For all affordable housing projects, you must select "Limited Clientele Activity".

1. Method of determining eligibility under the "Low Income Benefit" National Objective:.

- ☐ Area benefit
- ☒ Limited Clientele Activity
- ☐ Job Creation

Our clients at this location are developmentally disabled. It is a property whose 23 units provide a home at very low rents through HUD subsidies.

B. Number of unduplicated Sunnyvale households (or individuals) to be served by the proposed capital project. Use households if applying for a housing project, or individuals if applying for any other type of CDBG activity.

Column A Total number of unduplicated households served	Column B Total number of unduplicated households served	Column C *Percentage of lower-income households served B/A=C
Example: 500	350	70%
34	34	100%

**Part 3 - Demonstrated Need for Project**

In the space below, provide a brief summary of current statistical data documenting the need for your proposed project. Include local Sunnyvale data as well as any relevant statistics collected by applicant. Provide sources for the information. Briefly explain the target population for the project, including demographics, and a typical client profile. Explain how your project's design will meet the needs you have described, and how it will achieve the Consolidated Plan goals you identified in Section 2, Part 1.

This is an existing HUD project built for developmentally disabled adults consisting of 1, 2 & 3 bedroom units. Our rents are governed by HUD with the current contract rent of \$654 regardless of unit size. Well over 2/3 of our residents earn less than 30% of AML. This development houses developmentally disabled adults.

Due to the nature of the low rents the development generates, the installation of solar panels will allow us to use those funds to replace, over time, aging appliances and flooring on an ongoing basis.

The majority of our units are occupied by original residents who have lived at Stony Pine since 2001. We would like to request that no less than 10 of our units receive new carpet and linoleum as they are stained and worn. Many of these are tripping hazards and spilled water can seep into some of the tears in the linoleum. Many of the cabinet doors/drawers located under and near the kitchen and bathroom sinks have been water damaged and need to be replaced or re-faced.

Because we want our residents to continue to take pride in their home environment, we are also asking for the exterior of the building to be painted. In addition, to beautifying the development, it will serve to further protect the building's envelope from the environment.

**Part 4 - Matching Funds**

- A. List the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status of funds of Feb. 14, 2014: Approved, Pending or Denied*	Award Date
Housing Trust	\$55,000.00	Approved	02/13/14
Mash Credits	\$20,000.00	Pending	TBD
In-Kind Services for project management	\$10,000.00	Approved	N/A
<b>Total</b>	<b>\$85,000.00</b>		

\*If you have not received an official, legally binding loan commitment or other award letter by the time you submit this application, do not enter "approved", enter "pending".

- B. Identify commitments for ongoing operating funding *for this facility/site only* in the space provided below, and attach all letters of commitment.

- All letters must be on the organization's letterhead and must include date, amount of match/leverage, and an authorized signature.
- Letters must be dated within 30 days of the application submission date.
- Letters must demonstrate that the funding is applicable to the project proposed in this application.
- Do not include general letters of support, only include letters making a firm financial commitment to the project.
- If the project will require formal approval of senior lienholders on the subject property, provide their letters of approval as attachments along with the letters of commitment.

N/A

### SECTION 3 - STATEMENT OF WORK/PROJECT SCOPE

#### Part 1 - Project Location and Service Area

Provide the street address and assessor's parcel number(s) of the project location. Attach a map of the project location and the project service area (for community facility proposals only), showing zip codes and census tracts in Tab D.

267 W. California St., Sunnyvale CA 94086

#### Part 2 - Project Readiness (Use only the space provided.)

##### A. Work Plan / Project Readiness

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2013 and how you can expend the CDBG or HOME funds and complete the project within 12 months. Include the following:

- Predevelopment milestones (design, permitting, securing matching funds)
- Client Recruitment/program marketing plan (for new/expanded facilities or housing)
- Project evaluation plan

For Limited Clientele Facilities, describe your procedures for recruitment, a marketing plan for clients and/or volunteers, and intake and eligibility screening forms.

All work will be completed within 12 months of the award date. We anticipate the solar installation, flooring replacement and paint work to start on August 2014 with permits being pulled within the first month. The entirety of the work will be completed within 5 months of submission for permits. If this project is awarded the funds, we will contact the Housing Authority for access to the funds in the commitment letter.

**B. Implementation Schedule**

Milestone	Target Date
1) Contract Start Date	August 1, 2014
2) Design and Permitting	September 10, 2014
3) Initiation of Construction/Project	September 15, 2014
4) Completion of Construction/Project	December 15, 2014
5) 50% of Funds Expended and Drawn	November 1, 2014
6) 100% of Funds Expended and Drawn	December 15, 2014
7) Project Completion and Reporting	January 15, 2014

**C. Performance Measurement System:** Complete the following tables with information about the CDBG objectives and outcomes of your proposed project. If applying for HOME funds, select the Affordable Housing objective.

1. CDBG OBJECTIVE (select one)	2. CDBG OUTCOME (select one)
<input type="checkbox"/> Creating a Suitable Living Environment <input checked="" type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities	<input checked="" type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability

3. Client Data. Identify the number of households your project will serve, in the following categories:			
Type of Household	Residing in Sunnyvale	Residing outside of Sunnyvale	Total
Low Income (50%-80% AMI)			
Very Low Income (<50% AMI)	22		22
Disabled Persons	25		25
Female-Headed Households	12		12
Elderly	3		3
Youth			
Homeless Persons			
Other Special Needs:			

### Part 3 - Construction Project Description

A. Does your project involve:

New construction?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Major rehabilitation?*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Minor rehabilitation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

*\*Major rehabilitation* is defined as rehabilitation work that costs more than 25 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by a recent appraisal and/or property tax assessment, or replacement cost.

B. Do you have site control, including any right-of-way, easements, or encroachment permits needed for the project?

☒ Yes    ☐ No    If **yes**, provide date site control acquired: \_\_\_\_\_

If **no**, explain *how* you intend to secure site control prior to the start of this project. Include the anticipated acquisition date(s). If you already own an option to purchase, explain the major terms, including when option expires.

NA

C. Operating Funds:

For construction, expansion, rehabilitation, or acquisition of a community facility or housing project, do you have sufficient funds available for the operations of the facility for at least the term of the CDBG loan you are requesting? (generally 30 years)

☒ Yes    ☐ No

Provide a pro-forma with detailed cash flow projections and information about operating funds to operate the facility for at least 15 years. Include as an attachment in Tab C.

D. Will your project involve temporary (less than 1 year) or permanent (more than 1 year) relocation of tenants from your proposed project site (residential or commercial tenants)?

☐ Yes: Temporary    ☐ Yes: Permanent    ☒ No Relocation needed

If you answered yes to either type of relocation, please attach a URA-compliant relocation plan in Tab F or G as applicable, and provide contact information for your experienced federal relocation specialist/consultant.

**E. Provide the following property information:**

- Property Description, including amenities and features
- Property Condition/Inspection Results, including lead, termites, asbestos inspection results
- Appraisal: Provide most recent appraised value.
- Unit Inspection Summary (for rehabilitation/expansion projects)
- List of existing or proposed Property Improvements

Stoney Pine Villa, a 23 unit apartment complex for the developmentally disabled, is located in the City of Sunnyvale. The development received funding reservation from the Department of Housing and Urban Development (HUD) under the Section 811 Capital Advance Program in October 1997. Charities Housing solicited extensive community involvement to ensure this project is a success. Focus groups were conducted to see what are most important to developmentally disabled adults seeking to live independently. We have an onsite case manager to ensure residents have someone to whom they can turn to for an array of needs. There is a community room and kitchen which the residents are free to use at any time. We provide onsite washer and dryers, as well.

The property is in good to fair condition with some units showing much greater wear and tear, especially in the flooring areas. Due to the majority of the units having original carpet and linoleum that goes back to 2001, the project is in great need to have the flooring replaced.

By installing solar panels, we expect to be able to use these funds to better maintain and replace aging appliances and flooring in the units on an ongoing basis.

**F. Attach the following items as attachments to this application:**

- Property Survey or Assessor's Parcel Map
- Proposed Site Plan and/or Architectural Elevations (for new construction/expansion only)
- Infrastructure Plans, if needed
- Environmental Review (see form in Standard Forms)

**G. Community Involvement (Development Projects only)**

For new construction or facility/housing expansion projects, include evidence of community support for the proposed project. Describe the measures your organization has taken to garner community support for your proposed development in the space below. Provide evidence of contact with local neighborhood association(s) or proof of public hearing. Include letters of support as attachments to this application.

N/A

## **SECTION 4: PROJECT BUDGET AND FINANCIAL INFORMATION**

### **Part 1 - Budget Information**

Provide a narrative explaining the total project budget, including major budget line items in the order in which they are listed on the budget form. List the sources of funding.

We anticipate the following costs related the the project:  
Paint job for the development to be \$90,000  
Solar panels: \$95,000  
10 units new flooring throughout: \$56,000  
Cabinet door replacement and cabinet refinishing for all 23 units: \$34,000

### **Part 2 - Financial Information**

A. Describe the organization's financial management practices, including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit history, and
- compliance with OMB Circulars and GAAP

Financial reports are reviewed internally on a monthly basis and by the Board on a quarterly basis. Annual audits are conducted by an external independent auditor. We follow standards of accounting and financial reporting for voluntary health and welfare organizations as prescribed by the American Institute of Certified Public Accountants, reporting its financial position and operating activities in two classes of net assets: unrestricted net assets and temporarily restricted net assets.

Most financial data is stored electronically utilizing the Yardi Property Management and Accounting Software System. This system stores both financial data and documents (electronic copies of invoices etc.) The Yardi system is continuously backed up. All other electronic records are stored securely on our internal server and backed up daily. Records are held and destroyed according to the Charities Housing document retention policy. We use the accrual method of accounting and is consistent with accounting principles generally accepted in the United States of America.

Provide the most recent Board-approved financial audit as an attachment to the original application in Tab E.



**Attach:**

- Project Budget Form
- Pro-forma (for construction, rehabilitation, or acquisition projects)



**Project Budget Form**

	a	+	b	+	c	=	d
ITEM	CDBG/HOME FUNDS REQUESTED (\$)		MATCHING FUNDS (OTHER \$)		MATCHING IN-KIND SERVICES OR MATERIALS <sup>3,4</sup>		TOTAL PROJECT COST
<b>I. Capital Costs</b>							
Permits and Fees	\$2,500.00						\$2,500.00
Design (Architectural & Engineering)							
Acquisition Costs (escrow fees, etc.)							
Other Soft Costs (e.g. Davis Bacon Monitoring (if applicable), Surveying, etc.)							
Rehabilitation/Construction Costs (labor, materials)	\$198,500.00		\$75,000.00				\$273,500.00
Contingency (Construction)							
Environmental Compliance (CEQA/NEPA/Phase I, lead testing as applicable)							
Construction Management (if outside firm)							
Other:							
Other:							
<b>II. Project Management/Administration</b>							
<b>III. In-Kind Services</b>							
Applicant's staff services for project management)*					\$10,000.00		\$10,000.00
Other in-kind services/goods (describe):							
Volunteer/Pro-bono services							
<b>TOTAL PROGRAM BUDGET</b>	<b>\$201,000.00</b>		<b>\$75,000.00</b>		<b>\$10,000.00</b>		<b>\$286,000.00</b>

<sup>3</sup> Provide your basis for estimating the dollar value of in-kind services in the space below. For applicant's staff services, use applicant's actual cost (hourly rates). For volunteer services, use \$10/hour, and for pro-bono professional services (architectural, etc), use firm's established hourly rates as charged to typical clients.

<sup>4</sup> Please identify the source and commitment status (e.g. funds received, committed, or otherwise guaranteed, with proof) of other non-City funding and in-kind contributions committed specifically to the project for which CDBG and/or HOME funding is requested. Do not list matching funds or in-kind match that has not yet been formally committed.

1/14/2014

CHDC

Stoney Pine 15 Year Operating Proforma

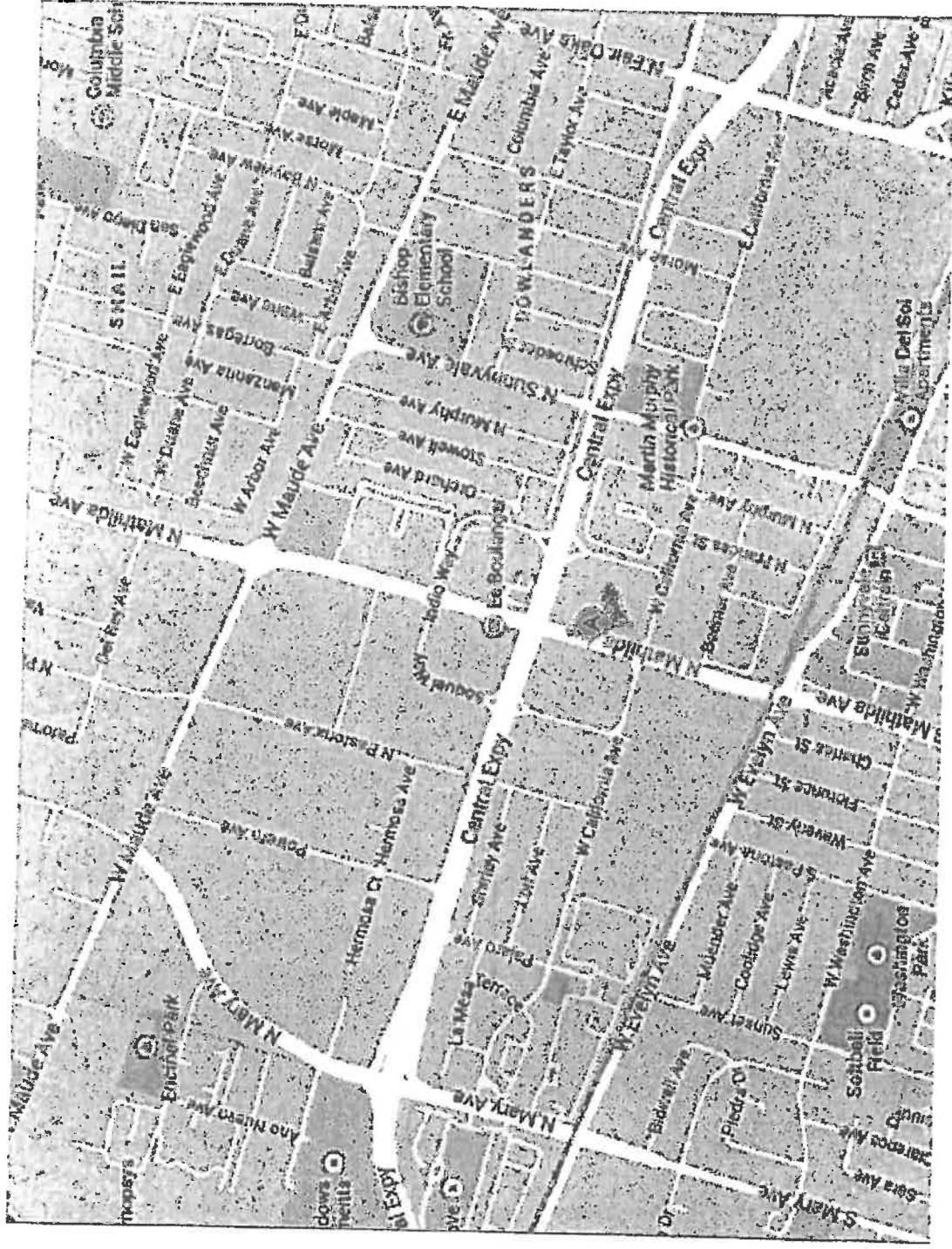
1% income Increase  
3% expense Increase

INCOME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Rental Income	182,196	184,018	185,858	187,717	189,594	191,490	193,405	195,339	197,292	199,265	201,258	203,270	205,303	207,356	209,430
HA Subsidy	(9,110)	(9,201)	(9,293)	(9,386)	(9,480)	(9,574)	(9,670)	(9,767)	(9,865)	(9,963)	(10,063)	(10,164)	(10,265)	(10,368)	(10,471)
Laundry Income	4,700	4,747	4,794	4,842	4,891	4,940	4,989	5,039	5,089	5,140	5,192	5,244	5,296	5,349	5,403
Late/Bank Fees															
Interest Income															
TOTAL INCOME	177,786	179,564	181,360	183,173	185,005	186,855	188,724	190,611	192,517	194,442	196,387	198,350	200,334	202,337	204,361
EXPENSE															
Salaries	11,780	12,133	12,497	12,872	13,258	13,656	14,066	14,488	14,923	15,370	15,831	16,306	16,795	17,299	17,818
Workers Comp Expense	1,343	1,383	1,425	1,468	1,512	1,557	1,604	1,652	1,701	1,752	1,805	1,859	1,915	1,972	2,031
Benefits (9.25% +5%+330)	4,214	4,340	4,471	4,605	4,743	4,885	5,032	5,183	5,338	5,498	5,663	5,833	6,008	6,188	6,374
Audit Fee	16,650	17,150	17,664	18,194	18,740	19,302	19,881	20,477	21,092	21,724	22,376	23,047	23,739	24,451	25,185
Credit Check	180	185	191	197	203	209	215	221	228	235	242	249	257	264	272
Telephone & Office Expense	4,200	4,326	4,456	4,589	4,727	4,869	5,015	5,165	5,320	5,480	5,644	5,814	5,988	6,168	6,353
Replacements	3,550	3,657	3,766	3,879	3,996	4,115	4,239	4,366	4,497	4,632	4,771	4,914	5,061	5,213	5,370
Asset Management Fee	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,002	19,572	20,159	20,764	21,386	22,028	22,689
Repairs & Maintenance & Janitorial	19,000	19,570	20,157	20,762	21,385	22,026	22,687	23,368	24,069	24,791	25,534	26,300	27,089	27,902	28,739
Yard Service	2,640	2,719	2,801	2,885	2,971	3,060	3,152	3,247	3,344	3,445	3,548	3,654	3,764	3,877	3,993
Property Management Expense	21,879	22,535	23,211	23,908	24,625	25,364	26,125	26,908	27,716	28,547	29,404	30,286	31,194	32,130	33,094
Accounting Bookkeeping Fees	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	4,032	4,153	4,277	4,406	4,538
Garbage	420	433	446	459	473	487	502	517	532	548	564	581	599	617	635
Utilities	16,667	17,167	17,682	18,212	18,759	19,322	19,901	20,498	21,113	21,747	22,399	23,071	23,763	24,476	25,210
Electricity	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829	8,063	8,305	8,555	8,811	9,076
Liability/Property Insurance	14,360	14,791	15,235	15,692	16,162	16,647	17,147	17,661	18,191	18,737	19,299	19,878	20,474	21,088	21,721
Property Taxes	4,240	4,367	4,498	4,633	4,772	4,915	5,063	5,215	5,371	5,532	5,698	5,869	6,045	6,227	6,413
Resident Services Contract	3,200	3,296	3,395	3,497	3,602	3,710	3,821	3,936	4,054	4,175	4,301	4,430	4,562	4,699	4,840
Elevator	5,500	5,665	5,835	6,010	6,190	6,376	6,567	6,764	6,967	7,176	7,392	7,613	7,842	8,077	8,319
Mileage	269	277	285	294	303	312	321	331	341	351	362	372	384	395	407
Yard Expense	8,000	8,240	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438	10,751	11,074	11,406	11,748	12,101
Licenses & Fees	13	13	14	14	15	15	16	16	16	17	17	18	19	19	20
Operating Reserve															
Replacement Reserve															
TOTAL EXPENSES	11,860	12,216	12,582	12,960	13,349	13,749	14,161	14,586	15,024	15,475	15,939	16,417	16,910	17,417	17,939
	173,965	179,184	184,559	190,096	195,799	201,673	207,723	213,955	220,374	226,985	233,794	240,808	248,032	255,473	263,138
TOTAL NET INCOME	3,821	380	(3,200)	(6,923)	(10,794)	(14,818)	(19,000)	(23,344)	(27,857)	(32,543)	(37,408)	(42,458)	(47,699)	(53,136)	(58,777)

267 W California Ave, Sunnyvale, CA - Google Maps

Digitized by Google

**Address 267 W California Ave  
Sunnyvale, CA 94086**



**PROFESSIONAL QUALIFICATIONS OF  
DANIEL WU**

**EXPERIENCE:**

- 1995-Present      Executive Director (2009-present) / Director of Real Estate (2005-2009) / Director of Housing Development (1999-2005) / Acting Executive Director (1999-2002) / Project Manager (1995-1999) *Charities Housing, San Jose, CA*
- Responsible for keeping the mission of Charities Housing. The mission of Charities Housing is to develop, preserve, and manage affordable housing for low-income individuals and their families. Through service enhanced property management and structured resident involvement, Charities Housing contributes to the highest standards of human dignity and participation in our community
  - Report to Board of Directors on all development, management, and organizational activities; provide guidance and support to management team and foster team based working environment
  - Responsible for overseeing the operating budget of all assets controlled by Charities Housing where the operating budget exceeds \$10MM and the asset value exceeds \$160MM
  - Work with other organizations within the affordable housing field and religious communities to create opportunities and support for affordable housing development
  - Property types include: family apartments, senior apartments, special needs housing, and SROs
- 1992-95      Assistant Vice President (1994-1995) / Associate (1992-1994) *The Property Sciences Group Inc., San Jose, CA*
- Managed the commercial appraisal department in the San Jose branch office; responsible for marketing, bidding and scheduling of appraisal assignments
  - Trained new commercial real estate appraisers and reviewed staff's appraisal reports
  - Researched market conditions on absorption rates, rents and occupancy levels; analyzed commercial/industrial leases and operating statements; projected property cash flows on *Pro-Ject+* software; presented findings and value conclusions in narrative and form appraisal reports
  - Properties valued included: multi-tenant office, industrial and retail buildings, apartments, residential subdivisions, land, mixed-use properties, motels and other special use buildings
- 1984-88      Architect (1987-1988) / Associate (1984-1987) *John C. Lee Architects-Planners Inc. (formerly Architects Unlimited), San Francisco, CA*
- Programmed facilities space requirements with clients/users; coordinated projects with local building and planning departments to ensure code conformance
  - Developed preliminary designs and models; prepared design development drawings, construction documents and specifications; coordinated all architectural work with civil, soil, structural, electrical and mechanical engineers, landscape architects and interior designers
  - Coordinated construction bidding and contractor selection process; performed on-site inspections, reviewed shop drawings and materials substitutions during construction
  - Property types included: child care centers, community recreation centers, custom residences, industrial warehouses, garden style apartments, mixed-use properties, professional offices, residential condominiums, restaurants and retail stores; construction types included: concrete, steel and wood frame, rehabilitation/renovation, and tenant improvement

**LICENSES & AFFILIATIONS:**      Certified General Real Estate Appraiser, State of California  
Licensed Professional Architect, State of California  
Certified, National Council of Architectural Registration Boards  
Urban Land Institute

**EDUCATION:**      Master of Science in Real Estate, University of Texas, Arlington  
Bachelor of Architecture, California Polytechnic State University, San Luis Obispo  
Certificate, Advance Management Development Program in Real Estate, Harvard University, Cambridge  
Certificate, Ecoles d'Art Americaines, Palais de Fontainebleau, France  
Certificate, LISC California Affordable Housing and Community Development Training Program  
Certificate, Leadership Mountain View

**PROFESSIONAL QUALIFICATIONS OF  
KATHY A. ROBINSON**

**EXPERIENCE:**

**2002-Present**

**Director of Housing Development (2004-present) / Senior Project Manager (2002-2004)**

*Charities Housing Development Corporation of Santa Clara County, San Jose, CA*

- Identify vacant sites for housing development and existing buildings for acquisition; conduct financial feasibility and market analyses; prepare RFPs and RFQ's; negotiate contracts
- Responsible for all aspects of the project development process for new construction and acquisition and rehabilitation of existing properties.
- Secure permanent and construction financing from Federal, State, local and private sources, including low income housing tax credits, HUD McKinney Supportive Housing Program, State of California Multifamily Housing Program, CDBG and HOME programs, local government subsidies, and conventional lenders
- Coordinate architects, engineers, contractors, consultants, attorneys and property managers through the development process to ensure each project meets its budget and schedule
- Property types include: special needs housing for victims of domestic violence and their families and individuals with developmental disabilities, SRO residential apartments, independent senior housing and housing for homeless youth and families.
- Provide development consulting services to non-profit social service organizations.

**1990-2002**

**Senior Housing Development Officer (1992-2002) / Housing Development Officer (1990-1992)**

*The Housing Authority of the County of Santa Clara, San Jose, CA*

- Responsible for all aspects of the project development process for new construction and acquisition and rehabilitation of existing properties. Participated in the production of over 1000 units.
- Managed and trained junior development staff and construction administrators
- Comprehensive Grant Administrator with responsibility for modernization of over 500 Public Housing units.
- Served as project manager for the State of California for the reconstruction of two migrant farm- worker housing developments, and project managed the construction of a 250 bed shelter and housing for individuals with developmental disabilities who are medically fragile for private non-profit service providers.
- Property types include: self-help homeownership, multifamily rental housing, independent senior housing, scattered site public housing.

**1985-1990**

**Acting Executive Director (1989-1990) / Deputy Director (1987-1989)/Project Manager (1985-87)**

*Community Housing Developers, San Jose, CA*

- As Executive Director, managed the staff and day-to-day operations of the organization and oversaw and managed development projects.
- As Acting Executive Director, assisted the Executive Director and managed all aspects of development projects.
- As Project Manager, responsible for all aspects of the project development process for new construction projects and acquisition and rehabilitation of existing properties.
- Property types included: self-help homeownership, transitional housing for battered women and their children and multifamily rental housing.

**RELATED  
EXPERIENCE**

Served as staff to two San Jose City Council members  
Political campaign management  
Member of the Santa Clara County Grand Jury  
Member of the Housing Commission, City of Cupertino

**EDUCATION**

Master of Urban Planning, San Jose State University  
Bachelor of Science; Anthropology, San Jose State University

**EDUCATION:****STANFORD UNIVERSITY**

PhD Program, Political Science, All But Dissertation

1995 - 1999

Palo Alto, California

**UNIVERSITY OF CALIFORNIA, SAN DIEGO**

B.A. Political Science, Cum Laude and Department Honors

1991 - 1994

San Diego, California

**CAREER TRACK:****DIRECTOR OF PROPERTY MANAGEMENT**

CHARITIES HOUSING DEVELOPMENT CORP.

2009 - Present

San Francisco, California

Oversee the management of a 14 property portfolio and ensure all properties are properly managed and maintained in accordance with fiscal, regulatory and financial requirements.

- ▶ Regularly communicate with investors on financial reports.
- ▶ Instill collaborative relationship between service providers, residents and property managers.
- ▶ Conduct weekly meetings and monthly trainings to further strengthen deductive and decision making across all properties.
- ▶ Maintain a vacancy rate below 3% across the portfolio.
- ▶ Negotiate third party contracts with vendors and social providers.

**SENIOR VICE PRESIDENT, ACQUISITIONS & OPERATIONS**

ROMEL ENTERPRISES, LLC

2002 - 2009

San Francisco, California

Launched a commercial division and manage a \$300,000,000 real estate portfolio that yields annual revenues in excess of \$20,000,000. Perform acquisitions and sales exceeding \$150,000,000.

- ▶ Supervised 450 residential units and a commercial real estate portfolio, including capital expenditures and lease structures. Managed property managers.
- ▶ Directly negotiated letters of intent, purchase and sale agreements, and loan documents with Fortune 500 counterparts, including **GE and GMAC**.
- ▶ **Refinanced** commercial and multi-family real estate holdings and **improve cash flow**; set up single purpose corporations; create a process for 1031 exchanges.
- ▶ Developed and leveraged knowledge of **enterprise zones** that offer tax incentives to help optimize investment returns.
- ▶ Analyzed market competition at macro and micro levels to formulate effective business strategies and craft promotional campaigns that **maximized exposure**.
- ▶ Coordinated transactions **across multiple states** with sellers, brokers, attorneys, escrow offices, public officials and local business associations.

**VICE PRESIDENT OF OPERATIONS / DIRECTOR OF E-COMMERCE**

MELRO FINANCIAL SERVICES / ATEL CAPITAL GROUP

1999 - 2002

San Francisco, California

Catalyzed sales, managed products and business relationships with accountability for P&L with providers of capital equipment financing and leasing services to a wide range of industries. Collaborated with CEOs to define performance goals. Designed business plans and marketing programs and negotiated contracts. Led project teams. Developed policies, procedures and tracked business results. Managed partnerships, major accounts and investor communications.

- ▶ Purchased an equipment portfolio and **surpassed 5-year plan revenue** for *Melro Financial* in 24 months; delivered sales of \$20,000,000.
  - Drove continuous improvement initiatives; streamlined revenue accounting and **reduced costs by 85%** for legal and collection operations.
- ▶ Wrote a **winning investment proposal** and **launched** a new online software product for *ATEL Capital*; helped make the firm one of the Bay Area's fastest growing companies.



CYNTHIA ALVAREZ, 1440-A Valencia Street, San Francisco, California 94110  
415.533.0406 » [cynthiaalvarez@gmail.com](mailto:cynthiaalvarez@gmail.com)

- Developed and qualified leads, contacted corporate decision makers and produced **50 new accounts** for proprietary software.
- Created **brand image** and **market awareness**; originated press releases, website display advertising and brochures.

**RESEARCH ASSISTANT**

1996 - 1999

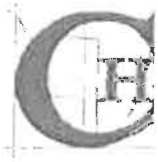
STANFORD UNIVERSITY

Palo Alto, California

Authored white papers on **investment** and **risk management**; developed an MBA course for Stanford's Business School and a master syllabus for Latin American Studies; summarized research on Colombia's Democratic Pact; taught 6 courses; collaborated with Provost **Condoleezza Rice**.

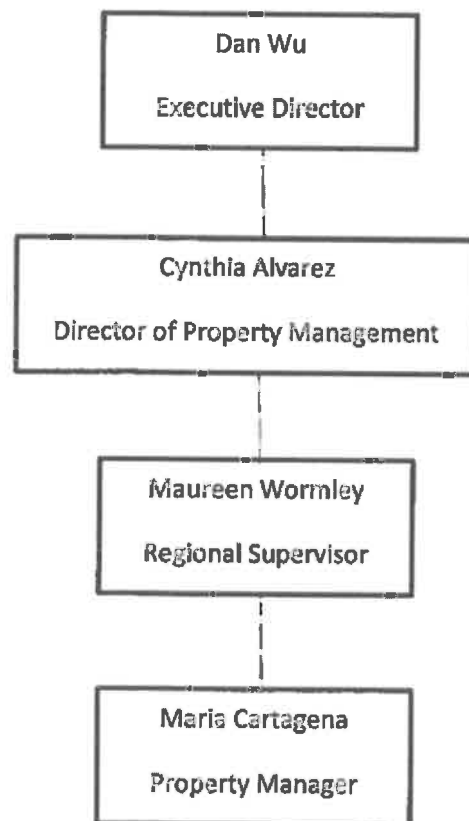
**NON PROFIT AFFILIATIONS**

Immigrant Legal Resource Center (ILRC) Board Member; Audit and Finance Committees. 2007 - Present



## CHARITIES HOUSING

### Stoney Pine Organizational Chart





February 13, 2014

Dan Wu  
Charities Housing  
Sobrato Center for Nonprofits  
1400 Parkmoor Ave, Suite 190  
San Jose, CA 95126

RE: Letter of Intent  
Sunnyvale properties  
\$100,000 Loan

Dear Mr Wu:

Housing Trust Silicon Valley, a California nonprofit public benefit corporation is writing to express our intent to make a loan in the amount of \$100,000 to Charities Housing to be used for the rehabilitation of three properties in Sunnyvale:

1. Stoney Pine Villa, 267 W. California Ave., Sunnyvale, CA 94086
2. Senior Housing Solutions, 1230 Klee Ct., Sunnyvale, CA 94087
3. Senior Housing Solutions, 1675 Wolfe Rd., Sunnyvale CA 94087

**SECURITY:** The Loan will be evidenced by a promissory note ("Note") and secured by a Deed of Trust on one or more of the properties.

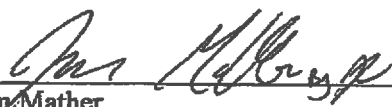
**TERM OF LOAN:** Up to 30-years

**INTEREST RATE:** Simple interest at 3.0% fixed.

**REPAYMENT:** Deferred until maturity or other trigger as determined by final commitment.

Final commitment is contingent upon: 1) Charities Housing securing CDBG funds from the City of Sunnyvale, 2) review and approval by the Housing Trust's loan committee, and 3) other terms and conditions as determined by the Housing Trust. Please call with any questions or comments. We look forward to assisting you with this very important project.

Very truly yours,

  
\_\_\_\_\_  
Jim Mather  
Chief Lending Officer

Lienholder Authorization  
City of Mtn. View

Sobrato Center for Nonprofits – San Jose  
1400 Parkmoor Avenue, Suite 190  
San Jose, CA 95126  
Office: 408-550-8320  
Fax: 1 (408) 550-8339  
mwormley@charitieshousing.org

**Maureen Wormley** <mwormley@charitieshousing.org>  
To: Katrina Ardina <kardina@sunnyvale.ca.gov>

Tue, Mar 18, 2014 at 2:09 PM

Hi Katrina, Below is a revised email from the City of Mountain View. I realized that they had misspelled Klee Ct in the original one sent to you. Also attached is the release letter from the County of Santa Clara.

----- Forwarded message -----

From: **Gil, Vera** <Vera.Gil@mountainview.gov>  
Date: Tue, Mar 18, 2014 at 12:52 PM  
Subject: RE: Stoney Pine Villa - 267 W. California St. Sunnyvale, CA 94086  
To: Maureen Wormley <mwormley@charitieshousing.org>  
Cc: Cynthia Alvarez <calvarez@charitieshousing.org>

Here you go.

**From:** Maureen Wormley [mailto:mwormley@charitieshousing.org]  
**Sent:** Tuesday, March 18, 2014 12:15 PM  
**To:** Gil, Vera  
**Cc:** Cynthia Alvarez  
**Subject:** Re: Stoney Pine Villa - 267 W. California St. Sunnyvale, CA 94086

I just noticed that Klee Court was mistakenly called McKlee Ct. Would you please correct and re-send? Thanks

On Tue, Mar 18, 2014 at 12:10 PM, Gil, Vera <Vera.Gil@mountainview.gov> wrote:

Maureen,

The City of Mountain View would consider allowing the City of Sunnyvale to encumber the subject property after the City of Mountain View has reviewed the preliminary title reports and appraisals for each of the subject properties to ensure they will not be over encumbered. In addition to reviewing the preliminary title reports and appraisals, the City reserves the right to review the funding agreements prior to execution.

This email hereby authorizes the Charities Housing to apply for CDBG funding from the City of Sunnyvale for Stoney Pine Villa and the two Senior Housing Solution properties located at 1230 Klee Court and 1675 South Wolfe Road. Please let me know if you have any questions. Thanks.

-Vera



Katrina Ardina <kardina@sunnyvale.ca.gov>

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**Fwd: Stoney Pine Villa - 267 W. California St. Sunnyvale, CA 94086**

3 messages

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**Maureen Wormley** <mwormley@charitieshousing.org>

Fri, Mar 14, 2014 at 9:31 AM

To: Katrina Ardina <kardina@sunnyvale.ca.gov>

Cc: Cynthia Alvarez <calvarez@charitieshousing.org>

Hi Katrina, Here is the first one - from the City of Santa Clara.

----- Forwarded message -----

From: **Eloiza Murillo-Garcia** <EMurillo-Garcia@santacleara.ca.gov>

Date: Fri, Mar 14, 2014 at 9:26 AM

Subject: RE: Stoney Pine Villa - 267 W. California St. Sunnyvale, CA 94086

To: Maureen Wormley <mwormley@charitieshousing.org>

Cc: Cynthia Alvarez <calvarez@charitieshousing.org>

Maureen,

Let me know if this is sufficient.

As senior lienholder, the City of Santa Clara approves and authorizes Charities Housing to allow the City of Sunnyvale to encumber the following property:

Stoney Pine Villa - 267 W. California St. Sunnyvale, CA 94086

However, the City of Santa Clara would like to review the terms of the agreement prior to the execution of the agreement. Please contact me should you have any questions.

Thank you,

Eloiza Murillo-Garcia

Acting Housing & Community Services Division Manager

City of Santa Clara

Phone: 1 (408) 615-2490